

16 December 1976

MEMORANDUM FOR: Deputy Director of Central Intelligence


SUBJECT : Agency Involvement in Community Relations Programs

REFERENCE : Memorandum from D/EEO, 14 Dec. 76, same subject

1. This Office concurs in the participation of the Agency in community relations programs as part of equal employment and affirmative action plans. To be sure, there is a benefit to be derived from attracting to the Agency applicants from all segments of the Washington community and from assisting young people in developing their skills for Federal employment.

2. We should be careful not to deceive ourselves, however, into thinking there would be a "public relations" bonanza in community relations. Because of our unique position as a foreign intelligence agency, prohibited from domestic intelligence activity by law and executive order, we must make certain that Agency activities are not subject to misunderstanding. This will be particularly true in regard to cooperation with "community organizations."

3. We therefore recommend that specific community relations programs be coordinated with this Office, OS, and OGC as an "outside activity" to ensure that possibility of adverse impact be minimized. I would also note that in the case of activities such as Headquarters orientations, an area in which the Agency is already quite active, attention will have to be given to the matter of resources (human and financial) required for expansion of this activity.

  
Andrew I. Falkiewicz


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14 December 1976

MEMORANDUM FOR: Deputy Director of Central Intelligence  
FROM : Director, Equal Employment Opportunity  
SUBJECT : Agency Involvement in Community Relations Programs

1. Our Office has been asked by various Directorate offices what can and cannot be done with respect to community involvement. The Civil Service Commission (CSC) has issued limited guidance on this subject and requires Federal agencies to specify their Community Outreach plans in their Equal Employment Opportunity Plans (EEOP). Since the CSC guidance and the law in this area is not specific, a statement of Agency policy is needed to establish the parameters of our involvement.


2. The FY 77 EEOP states that "it is the policy of the Director of Central Intelligence that means be found to involve the Agency in as many Community Outreach Programs as are deemed practical and beneficial to the Agency and to the community." To support the accomplishment of this goal, I have attached, for your signature, a proposed Headquarters notice which gives further guidance to employees responsible for developing and implementing such programs. The notice has been coordinated with the Office of General Counsel, the Office of Personnel, the Deputy Director for Science and Technology and the Assistant to the Director.

  
Omego S. Ware, Jr.  
Director  
Equal Employment Opportunity

OEOO:MMCorrado:OJCWare:jw

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### Agency Involvement in Community Relations Programs

1. The Civil Service Commission encourages Federal agencies to include participation in community relations programs as part of their equal employment and affirmative action plans. In the past the Agency has not been extensively involved in such programs.

2. Our ability to attract applicants from all segments of the community would benefit from the involvement of Agency employees in certain community relations programs. To this end, therefore, it shall be the policy of the Agency to engage in such programs in accordance with its responsibilities as a member of the Federal family of agencies. The programs I approve will be within the limits of existing authority and shall reflect our responsibility as an intelligence agency.

3. Examples of such programs include, but are not limited to, the development and implementation of the following:

a. Developing orientation programs at Headquarters to acquaint students and citizens with the mission, function and working environment of the Agency;

b. Participating in programs in which the Agency would explain its involvement in a particular discipline, e.g., engineering, photo science, cartography, computer science, etc.;

c. Cooperating with community organizations -- schools, civic groups, etc.;

d. Exploring the feasibility of voluntary tutorial programs to aid in the development of community students pertinent to Federal employment opportunity.

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4. In pursuit of the goals and objectives of our EEO Plan during the next year, the Offices of EEO, Personnel, and the Directorates will consider potential community programs and ensure that they are properly coordinated with appropriate offices. I urge your cooperation and participation, and they solicit your suggestions.

E. H. Knoche  
DDCI

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## AGENCY INVOLVEMENT IN COMMUNITY RELATIONS PROGRAMS

1. The Civil Service Commission encourages Federal agencies to include participation in community relations programs as part of their Equal Employment and Affirmative Action Plans. In the past the Agency has not been extensively involved in such programs.

2. It will be the policy of the Agency to engage in community relations programs in accordance with its responsibilities as a member of the Federal family of agencies. The programs I approve will be within the limits of existing authority and will reflect our responsibility as an intelligence agency. Examples include but are not limited to the following:

a. Developing orientation programs at headquarters to acquaint students and other citizens with the mission, function, and working environment of the Agency.

b. Participating in programs in which the Agency would explain its involvement in particular disciplines such as engineering, photoscience, cartography, and computer science.

c. Cooperating with community organizations, such as schools, civic groups, etc.

d. Exploring the feasibility of voluntary tutorial programs that would aid in the development of community students for Federal employment.

3. In pursuit of the goals and objectives of the Agency's Equal Employment and Affirmative Action Plans during the year, the Office of Equal Employment Opportunity, the Office of Personnel, the four Directorates, and the Independent Offices will consider potential community relations programs and ensure that they are properly coordinated with appropriate components. I urge your cooperation and participation, and solicit your suggestions.

Distribution: 0 - ADCI Signature

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/s/ E. H. Knoche

E. H. Knoche

Acting Director of Central Intelligence

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ROUTING SLIP

TO		ACTION	INFO	DATE	INITIAL
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			K		
			X	2/24	JWC

SUSPENSE \_\_\_\_\_  
Date

Remarks:

Mr. Knoche:

A policy statement supporting  
and encouraging Agency  
participation in community relations  
programs. I think the thrust  
is "Let's do what we can."

Recommend you approve.

JWC 2/22  
Date

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ROUTING AND RECORD SHEET

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SUBJECT: (Optional) Proposed [ ] Agency Involvement in Community Relations Programs (JOD #8040)		Executive Registry 77-3439/1	
FROM: Chief, Regulations Control Branch 211 Key		EXTENSION STAT	NO. DATE 17 FEB 1977
TO: (Officer designation, room number, and building)	DATE RECEIVED      FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. [ ]			For the signature of the DCI.  The attached proposal was initiated by the Director, Equal Employment Opportunity to announce the Agency's policy concerning its involvement in the community relations program.  As requested, we reviewed the proposal and made a few minor changes.
2. [ ]			
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